

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION  
No. 140-1

7 February 1992

Army Reserve

Individual Mobilization Augmentation Program

Further supplementation of this regulation is prohibited without prior approval from the Commander, HQ AMC, ATTN: AMCPE-AC, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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\*This regulation supersedes AMC Regulation 140-1, 5 January 1988.

1. **Purpose.** This regulation prescribes responsibilities for the management of the U.S. Army Materiel Command's (AMC) Individual Mobilization Augmentation (IMA) Program.

2. **Scope.** This regulation applies to Headquarters, AMC (HQ AMC); AMC major subordinate commands (MSC), including subordinate installations and activities, project/product management and program executive offices; separate installations and activities reporting directly to HQ AMC; and to each individual mobilization augmentee (IMA) assigned to any of these AMC elements.

3. **General.** The AMC IMA Program is intended to provide pretrained Reserve Component (RC) personnel upon mobilization or Presidential callup to immediately report to their AMC assignments fully prepared to perform their mobilization duties. These IMAs are members of the Selected Reserve and are eligible for call to active duty under the Executive callup Authority or under either partial or full mobilization. (See [appendix A.](#))

4. **Responsibilities.** a. Deputy Chief of Staff for Personnel, HQ AMC will--

(1) Develop policies and procedures to implement Department of the Army (DA) guidance for the IMA Program and ensure the effective and efficient operation of the program throughout the AMC.

(2) Administer the IMA Program for HQ AMC and for all subordinate units collocated and reporting directly to HQ AMC.

b. Commander of each MSC, separate installation, or activity reporting directly to HQ AMC will--

(1) Ensure that the command's IMA Program operates efficiently and effectively per the policies and procedures established by DA and HQ AMC.

(2) Become personally involved in the IMA Program and be responsible for accomplishment of IMA Program goals within that command.

(3) Ensure a continuing awareness throughout the command of its mobilization needs with prompt adjustments to IMA requirements, properly documented on the command's Mobilization Table of Distribution and allowances (MOBTDA), appropriate to changes or reevaluation of the mobilization mission.

c. Directors and separate office chiefs will--

(1) Provide training to each IMA which improves his/her ability to immediately assume the responsibilities of the mobilization position to which assigned.

(2) Identify for each assigned IMA a sponsor who will be a point of contact for the dissemination of information and guidance relevant to the IMA's assignment. Sponsors will provide assistance prior to annual training and periodic communications throughout the year of materials which will enhance the IMA's ability to perform his/her mobilization mission. Sponsors should be appointed to be and should consider themselves as more than mere administrative conduits. They should also serve as mentors to their assigned IMAs, providing appropriate guidance and assistance and adopting an attitude of personal concern for the IMA's job performance and mobilization capability.

(3) Maintain for each IMA position within the directorate or office, as appropriate, a current, written job description (AMC Form 1202-R) which accurately and completely describes all the essential duties and responsibilities incumbent upon the position.

(4) Establish for each assigned IMA a reporting date in the event of a Selected Reserve callup or partial mobilization which activates the IMA. Ensure that the IMA is aware of this reporting date requirement (e.g., M+5), agrees to comply when notified to report, and understands that emergency conditions may necessitate an earlier reporting date.

(5) Directors and chiefs with special branch (Judge Advocate General, Chaplain, Medical) responsibilities may coordinate directly with Special Officers' Branch, U.S. Army Reserve Personnel Center (ARPERCEN) in the development of special officer requirements. All such requirements will also be coordinated with the director or chief of the appropriate special staff office in HQ AMC to ensure adequate planning and development of special branch requirements in the IMA Program.

d. Each individual mobilization augmentee (IMA) will--

(1) Develop and maintain proficiency in the assigned mobilization position.

(2) Perform at least 12 days annual training (AT) each fiscal year.

(3) Comply with the policies, procedures, and directives of AR 140-145, Army Reserve Individual Mobilization Augmentation Program this regulation; and the office of assignment.

**5. IMA positions and assignments.** a. IMA positions are those which are required by the mobilization mission of the AMC headquarters staff element, MSC, or activity. Positions which are no longer required because of changes in the mobilization mission, or which are no longer compatible with the organization's personnel structure because of grade, specialty, or other characteristic, should be promptly deleted or modified on the appropriate AMC MOBTDA.

b. IMA positions are formally established on AMC MOPTDAs. Preparation of these MOBTDA's are guided by AR 310-49, AMC supplements, and the AMC Mobilization and Operations Planning and Execution System (MOPES). The determination of manpower requirements is subject to the provisions of AR 570-4. Staffing guidance is contained in the 570-Series DA pamphlets. Each IMA position will be coded in the MOBTDA with the appropriate mobilization identity code and the standard personnel code "MD," followed by the security clearance requirement. If the position is physically located away from the parent unit, a location code will also be used. Each IMA position, whether or not it has an incumbent, will be marked on the local copy of the MOBTDA if it is, or should be activated by a Presidential callup or by partial mobilization. All IMAs are called to active duty upon full mobilization.

c. Selection of personnel for assignment to AMC IMA positions is under the authority of the Commander, ARPERCEN, as specified in AR 140-145. It is the duty, however, of each director and separate office chief to ensure that IMA selections--

(1) Do not include Reservists who are key employees, as defined in AR 135-133, paragraph 2-10. (See glossary). These individuals are not eligible for IMA assignments to AMC.

(2) Are screened initially and at least annually thereafter for such suitability factors as--

(a) Conflict of interest. This includes defense contractor personnel with a direct pecuniary interest in matters which are the responsibility of the office of assignment. It is a bar to assignment.

(b) Military specialty. The IMA should either possess the required military specialty or be qualified for its award within 1 year after assignment to the position. Individuals who fail this criteria should be referred to ARPERCEN for appropriate reassignment action.

(c) Security clearance. IMAs must possess or be eligible for required security clearances. Ineligibility is a bar to assignment.

(d) Civilian occupation. IMA positions which align closely with comparable civilian occupations are best filled with Reservists from those career fields. This ensures technical expertise, provides a source of insight into current developments in the field, and enhances mobilization potential.

(e) Technical expertise. The IMA must possess that technical expertise which will be required to perform his/her mobilization duties within the office of assignment. The more technical the position, the more critical this criteria.

(f) Grade. IMAs can be assigned one grade higher, and two grades lower, than the grade authorized for assignment to the position. However, overgrade officers and enlisted should be reassigned to their appropriate grade levels as soon as a suitable replacement is available. Warrant officer positions are all WP4 and can be filled by any warrant officer without regard to grade.

(g) Geographic proximity. This factor has particular importance for positions which are appropriate for conversion to a Drilling IMA (DIMA) position, or which lend themselves to nonpaid inactive duty training (IDT) projects utilizing the IMA between annual training tours. All things being equal, it is also preferable to have IMAs within a geographically proximate area because of reduced travel costs, greater mobilization accessibility, and improved communications. Consideration of this element is primarily the responsibility of ARPERCEN.

**6. Reassignments and terminations.** a. IMAs should be reassigned when review of the criteria in paragraph 5c indicates such action is either required or appropriate; upon completion of 5 years in a specific position; upon determination that another position within AMC is a better match to the IMA's professional and military qualifications; or if changes within the organization of assignment result in elimination or an incompatible modification of the IMA's position.

b. To facilitate career development and assignment progression, IMAs will maintain personal career plans, developed in coordination with their office of assignment and after consultation with their ARPERCEN personnel advisers, to accommodate annual training and required professional development education. (See **appendix C.**) Assignment tenure for each AMC IMA position will ordinarily be limited to 5 years, followed by reassignment to an AMC or other agency position of progressively greater responsibility. Retention of an IMA in an assignment for longer than 5 years requires written justification, submitted to HQ AMC, ATTN: AMCPE-AC, including a finding that no suitable substitute is available and that retention is not expected to adversely affect the IMA's United States Army Reserve (USAR) career. All reassignments will provide the IMA with increasing professional growth and promotion potential.

c. IMAs will be terminated from their MOBTDA positions for reassignment to the Individual Ready Reserve (IRR) by ARPERCEN upon--

(1) Designation as a key employee, rejection for a required security clearance, determination that a conflict of interest exists, inability to qualify for the required military specialty, or other inability to perform the duties and responsibilities of the position.

(2) Request of the AMC MSC or activity and approval by HQ AMC. The request will be stated in writing with specific reasons given for the termination action.

d. IMAs may be terminated from their MOBTDA positions upon--

(1) Failure to fulfill the obligations of the program, such as not satisfactorily performing training on an annual basis without excuse acceptable to the office of assignment; not responding to official correspondence; or not complying with appearance standards and height, weight, and physical fitness requirements.

(2) Relocation outside continental United States (CONUS) for a period of 1 year or more.

(3) Request of the Commander, ARPERCEN.

(4) Request of the IMA.

(5) Determination that reassignment action is appropriate but there is no position acceptable to the individual and to ARPERCEN within AMC for which he/she is qualified.

7. **Training.** a. Purpose. The purpose of peacetime training is to prepare the IMA to assume the responsibilities of the mobilization position immediately upon call to active duty.

b. Annual training (AT). The AT period, normally 12 days per fiscal year, is the primary means for qualifying the IMA in his/her specific AMC mobilization assignment. To accomplish this, the following guidelines will be observed for IMA training:

(1) AT will be scheduled to best address the workload requirements of the office of assignment; i.e., supervisors will determine when AT will be most productive for both the IMA and the office, considering such factors as quantity of routine work, special project requirements, absences of key personnel, and conformance to the IMA's training plan. However, AT scheduling must also consider the IMA's availability for a particular training period. In some cases, it may be necessary to terminate an assignment if an office's requirements and the IMA's availability are incompatible.

(2) Productive AT will focus upon two aspects of the IMA's assignment: the "what" of his/her mobilization duties and the "how" of effectively functioning within the office of assignment, MSC, AMC, and DA in general. Inclusion in meetings and the routine flow of paperwork is especially helpful to imparting a sense of how an AMC office functions. In every case, the goal is to assign functional responsibilities which will

prepare the IMA to perform quickly and effectively upon mobilization. The IMA's job description (AMC Form 1202-R) will be used as a guide in developing AT tasks. In addition, each AMC IMA should be scheduled periodically to participate in AMC mobilization exercises. These provide good opportunities to learn correct staffing procedures while gaining insight into AMC's planned wartime activities.

(3) At least 21 days prior to the beginning of AT, the IMA's office of assignment will provide him/her with a statement of the training tasks and objectives for that AT (see sample at [appendix B](#)), the rating chain, and a copy of the IMA job description.

(4) IMAs may also attend resident phases of military professional education, such as Command and General Staff College (CGSC) or Advanced Noncommissioned Officer Course (ANCOC), or relevant military schools (e.g., the Depot Operations Course at U.S. Army Logistics Management Center (USALMC) for IMAs with depot management assignments) ILO AT. The IMA's career development and branch qualification requirements must be balanced against the need to perform on-the-job training in his/her assigned position. As a general rule, such professional development education tours ILO AT should not occur more than once every 3 years. Whenever possible, IMAs will request school tours as active duty for training (ADT) in addition to AT. However, the nonavailability of ARPERCEN training funds or an IMA's inability to go on active duty more than 2 weeks in a year may preclude such additional training.

(5) To facilitate training planning and scheduling, the office of assignment will prepare a 5-year training plan for, and with the assistance of, each of its IMAs (see [appendix C](#)). A copy will be provided to HQ AMC, ATTN: AMCPE-AC. This plan will include progressive training assignments to increase the IMA's knowledge of the what and how of his/her assignment as well as appropriate ILO training tours. The plan is to be only a guide, however; variations to take advantage of unforeseen but superior training opportunities are not only permitted but encouraged.

c. Applying for AT. All requests for IMA annual training, ADT ILO AT, and ADT in addition to AT will normally be submitted by the IMA on DA Form 1058-R, Application for Active Duty for Training and Annual Training for Members of the Army National Guard and U.S. Army Reserve. For regular AT not ILO, the form will be addressed to the IMA's office of assignment. For ADT ILO or additional ADT, the form will be addressed to his/her Personnel Management Officer (PMO) or Career Adviser (CA) at ARPERCEN but will be sent through the office of assignment for local coordination and approval.

(1) If the request is for AT with the office of assignment, DA Form 2446, Request for Orders, will be prepared and sent to Commander. ARPERCEN, ATTN: DARP-MOI-SO, with a copy to HQ AMC, ATTN: AMCPE-AC. If the request is for ADT ILO, or additional ADT, and is approved by the office of assignment, the DA Form 1058-R will be sent to the IMA's PMO or Career Advisor at ARPERCEN with a copy to AMCPE-AC.

(2) All requests for AT, including ADT ILO AT, must be received by ARPERCEN at least 60 days prior to the requested reporting date; and, in any event, not later than the annual IMA fund accounting deadline established by ARPERCEN, currently set at 31 March. AT requests, including training ILO AT, which will arrive at ARPERCEN after these dates must be accompanied by a request for an exception to policy. Such requests will explain why the request is late and why training cannot be performed at a later date.

(3) All necessary data must be provided with each training request, including--

(a) Names of spouse and other dependents for Post Exchange (PX) and commissary access.

(b) Justification and estimated daily rate for rental car or taxi.

d. Changes in AT scheduling. IMAs who cannot report for AT on the date scheduled must notify their office of assignment to schedule new dates, if possible, or to cancel training for that fiscal year if new training dates cannot be accommodated. Failure to perform AT or ADT ILO AT for 2 consecutive years may result in removal from the IMA assignment. Requests for changes in reporting dates will be forwarded by the unit of assignment as in paragraph 7c, above, with copies to HQ AMC, ATTN: AMCPE-AC.

e. End-of-AT reports. In addition to completing DARP Form 1929, Evaluation of Training Questionnaire, as required by ARPERCEN, all IMAs assigned to Army Materiel Command will complete an **AMC Form 2878-R**, End-of-AT Report, (appendix D). This report will be retained by the office of assignment for 2 years after the IMA's assignment has been terminated. A copy of the report will be provided to HQ AMC, ATTN: AMCPE-AC, the purpose of this report is to track the relevance of each IMA's AT to his or her mobilization duties as described in the IMA job description (AMC Form 1202-R), as well as adherence to the IMA's AT plan (appendix B). The form also provides an institutionalized means of reporting IMA impressions and suggestions for improving AMC's Individual Mobilization Augmentation Program. These End-of-AT reports, or a summary thereof, will be reviewed by appropriate supervisory levels within the office of assignment, by the DCSPER of the MSC for its own IMAs, and the DCSPER of AMC for all IMAs assigned to any element of the Command.



f. Army Physical Fitness Test (APFT). IMAs are required to satisfy APFT standards per Army regulation. IMAs under the age of 40 may be tested during their AT with the pass/fail results recorded on their officer and enlisted evaluation reports. Those who were 40 or older on 31 December 1988 will not participate in the APFT unless prescribed medical screening has been successfully passed. IMAs who turn 40 on or after 1 January 1989 are not required to be screened prior to taking the APFT. An IMA's AT orders will state in the "Additional Instructions" portion of the order whether the APFT is required. The APFT will be administered to IMAs only when so directed on the AT order.

g. Inactive duty training. In addition to the required AT, IMAs are encouraged to participate in other types of training throughout the year. Inactive duty training, or IDT, is a principal means of developing military skills and knowledge while earning retirement points necessary for a "qualified" active reserve year. IDT may be accomplished through the following organizations and activities:

(1) Completion of training projects determined by the AMC office of assignment. These are to be awarded retirement points under the "2-hour rule" (explained in paragraph 2-4 of AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records), limited to one point per day. IMA supervisors and sponsors should be alert to training opportunities for their IMAs, including providing appropriate study materials relevant to the IMA's mobilization assignment. It is appropriate to award retirement point credits for such study. DA Form 1380, Record of Individual Performance of Reserve Training, is to be used to record these training activities.

(2) IMA detachments (IMAD). IMADs are reserve component units composed of at least five Army IMAs, who train for IDT points only. They are organized to support training in the mission of a proponent agency. There is no limit on the number of IMAs, nor on Service membership (Navy, Air Force, and Marine Corps reservists may also belong to an Army IMAD), who may be members of a particular IMAD. (See AR 140-1, Army Reserve Mission, Organization and Training, and paragraph 9, below, for additional information about IMA detachments.)

(3) U.S. Army Reserve Forces (USARF) schools in a student status. USARF schools provide an excellent means of completing professional development education (e.g., Command & General Staff College) while simultaneously earning sufficient retirement points to complete a "good" year (one in which the reservist earns at least 50 USAR retirement point credits).

(4) Completion of military correspondence courses. Military extension courses also provide ready opportunities to complete professional education requirements while earning retirement points. One point is awarded for successful completion of each three hours of correspondence study.

(5) Attachment to a Reserve Component unit (usually a Troop Program Unit (TPU) for training.

(6) Reinforcement Training Units (RTU). RTUs are similar in concept to IMADs, but differ somewhat in their function and organization. As in an IMA detachment, members of an RTU train for points only (no pay). They are usually under the command and control of a United States Army Reserve Command (ARCOM) and require a minimum of ten members. They are organized to provide functional type training (commonly for USAR marksmanship activities, for example) or to serve as "mirror" images of TOE or TDA units while training their members to perform the mission of these "mother" units. Members of RTUs mobilize as individuals, however, not as members of the RTU, nor even necessarily as members of the units which provide their training programs.

(7) Attendance at authorized conventions, professional conferences, or appropriate trade association meetings related to the IMA's mobilization specialty. Requires wearing of the uniform and advance (30 days) approval by the AMC office of assignment. Retirement points are earned at the rate of one point for each 2-hour period of attendance and are recorded on DA Form 1380. No more than ten points per retirement year may be earned this way. See paragraph 3-33e, AR 140-1, for additional guidelines on this activity.

**8. Drilling IMA program.** Beginning with FY 1989, the Office of the Chief, Army Reserve (OCAR) has established a program known as the Drilling Individual Mobilization Augmentation (DIMA) Program. Under this program, existing IMA positions may be converted from Ready Reserve Category D (annual AT of 12-14 days but no IDT required) to Category B (same AT but also requires 24 paid periods of IDT, 4 hours each).

a. For FY 1989, OCAR granted authority to AMC to convert ten IMA positions to the DIMA program. Additional positions will be converted in future fiscal years. Total program growth is expected to reach 1,300 by FY 1992. AMC will receive a proportionate share, per OCAR guidelines, of this number.

b. Requests from HQ AMC offices, MSCs, and other AMC elements for conversion of IMA positions to DIMA slots should be addressed to HQ AMC, ATTN: AMCPE-AC.

9. **IMA detachments.** IMA detachments provide a significant means for IMAs to obtain valuable training in the tasks and functions of the IMAD proponent while simultaneously offering additional, often highly skilled, resources in support of the proponent agency's mobilization mission. As noted, they require a minimum personnel strength of five Army IMAs. There is no maximum membership limit, nor military Service restriction, on the number of personnel who may be attached to the unit for training. Usually, but not necessarily, all the members must hold IMA assignments. If the IMAD has a proponent agency, such as the AMC, more than 50 percent of the IMAD membership must hold IMA assignments to the proponent. IMA detachments which cannot satisfy this requirement will obtain approval of their AT program from the ARCOM in whose area they are located.

a. Training within IMA detachments will cover those subjects related to the mission, organization, functions, and activities of the proponent agency.

b. Each IMAD must prepare an annual IDT plan, which is to be approved by AMC (ATTN: AMCPE-AC) and the sponsoring MSC or other AMC element, if applicable, for those IMA detachments for which AMC is a proponent. When approved, a copy of the plan will be sent to the ARCOM commander in whose jurisdiction the IMAD is located.

c. Each IMAD is identified by a unique numerical designation assigned by ARPERCEN. As a major Army command (MACOM), AMC may publish the order establishing any IMA detachment for which it is the proponent. Alternatively, the order will be published by the appropriate ARCOM.

d. Additional information about IMA detachments may be found in AR 140-1, paragraphs 2-10 and 3-23 and AR 140-145, paragraph 4-5.

10. **Evaluation reports, recognition, and awards.** Officer and enlisted evaluation reports are indispensable elements in personnel management. They provide the requisite report of job performance after each AT, which enables the organization to ascertain whether the assignment is appropriate and the USAR to rationally and coherently promote, assign, and train these soldiers. In addition to officer evaluation reports (OER) and noncommissioned officer evaluation reports (NCOER), however, letters of commendation and appreciation are important means of recognizing outstanding IMA contributions, whether during AT or IDT. Liberal use of such written recognition (but not so automatically as to render them meaningless) can be extremely significant in achieving high morale and continued enthusiasm among AMC's IMA workforce. Since such letters may become part of the IMA's official records, they can also contribute to ensuring competitiveness for promotion, resident schooling, and other selective USAR programs.

a. DA Form 67-8, U.S. Army Officer Evaluation Report, will be prepared by the office of assignment at the end of each IMA's AT tour. It will be based upon the IMA's job performance, of course, and the contents of the IMA officer's DA Form 67-8-1, Officer Evaluation Report Support Form, as required by AR 623-105. A draft evaluation report will be completed and discussed with the IMA before he/she departs at the end of AT. Completed OERs will be forwarded promptly, within prescribed suspenses, to Commander, ARPERCEN, ATTN: DARP-PRE-O.

b. For enlisted personnel, DA Form 5011-R, Training Evaluation Summary, for IMA members in pay grades E4 and below, and DA Form 2166-7, NCOER, for IMAs in pay grades E5 and above, will be prepared by the office of assignment and sent within prescribed suspenses to Commander, ARPERCEN, ATTN: DARP-PRE. As with officers, a draft evaluation report will be prepared and discussed with the IMA before he/she departs at the end of the AT tour.

c. Letters of appreciation or commendation to recognize meritorious IMA work contributions should be sent to the individual through HQ AMC, ATTN: AMCPE-AC, and Commander, ARPERCEN, ATTN: DARP-PAS-EA, 9700 Page Boulevard, St. Louis, MO 63132-5260.

d. Exceptionally meritorious performance of duty by IMAs should be rewarded with recommendations for Army Commendation Medals (ARCOM) and Meritorious Service Medals (MSM), per the standards and guidelines applicable to AMC's full-time military.

e. Any IMA assigned to AMC for at least one AT, and whose performance of duty has been satisfactory, will be sent a certificate of appreciation, in a form to be determined by the AMC DCSPER, upon reassignment from the Command. Except in cases of retirement, reassignments will usually occur after the IMA has physically departed from AMC, so ordinarily certificates will not be presented in person.

f. There are two awards which are unique to the reserve components. These are the Army Reserve Components Achievement Medal (ARCAM) and the Armed Forces Reserve Medal (AFRM). It is the responsibility of each IMA's office of assignment to ensure that these awards are requested as soon as the IMA becomes eligible for them. To this end, IMA eligibility will be reviewed at least annually. **AMC Form 2879-R** (Request for Award of Reserve Components Achievement Medal or Armed Forces Reserve Medal) at appendix E will be used to request timely award of these medals for each assigned IMA. Multiple awards are authorized. AR 672-5-1 is the governing regulation.

(1) ARCAM. Awardable to colonels and below who complete 4 years of consecutive service in a U.S. Army IMA or TPU assignment. It need not be the same assignment, unit or agency during the creditable 4-year period, and

service in the IRR will not break the consecutive requirement. However, only service in the Selected Reserve (Army) may be counted toward the 4 years. Award is based upon the recommendation of the unit commander and is approved by Commander, ARPERCEN, ATTN: DARP-PAT-I. Oak Leaf Clusters signify subsequent awards of this medal.

(2) AFRM. Awarded for honorable and satisfactory service as a member or former member of one or more of the Reserve Components of the Armed Forces of the United States for a period of 10 years out of a total of 12 consecutive years. Each of the 10 years must have been a qualifying year, which is one in which the reservist earned at least 50 retirement points. A 10-year hourglass device is awarded for subsequent qualifying periods.

**11. Notification of changes.** Changes in home address, training status, home or business phone numbers, or civilian occupation will be promptly reported by the IMA to his/her office of assignment and appropriate ARPERCEN PMU or CA. The office of assignment will immediately pass on such notification of changes to HQ AMC, ATTN: AMCPE-AC. This data is critical to mobilization and will be reported immediately whenever a change occurs.

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The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-AC, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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APPENDIX A  
INFORMATION PAPER

AMCPE-AC

SUBJECT: Individual Mobilization Augmentation (IMA) Program

ISSUE: Recall of IMA Personnel to Active Duty: A Procedural Review

FACTS:

1. The Army Materiel Command (AMC) has identified and documented over 1400 wartime positions which require premobilization assignment and training of Army reservists. This is the AMC IMA Program.

2. Army reservists assigned to IMA positions are members of the Select Reserve subject to recall to active duty upon Presidential selected reserve callup or mobilization.

3. IMAs are notified of their activation by their unit of assignment (AMC for present purposes) and not by ARPERCEN. Of course, in a full mobilization, calls to report would also be extensively reported in the media. The procedural sequence for active duty callup of IMA is--

a. Presidential callup/partial mobilization (up to one million).

(1) Each AMC element, MSC, installation, and activity with IMA assigned will--

(a) Determine the number of its IMAs required to assist with the increased workload generated by the contingency situation. Preplanning should be accomplished under various hypothetical scenarios to tentatively identify before development of a crisis which IMAs are likely to be needed.

(b) Transmit the IMA activation request by message to HQ AMC (AMCPE-AC), including justification for the activation.

(c) Except for IMAs reporting for their 2-week AT tours, do not order any IMAs to report for active duty unless approval is given by HQ AMC.

(d) If activation is approved, telephonically instruct the IMAs to report for duty on or about a selected date using the IMA assignment order as the travel warrant.

(e) Follow up the telephonic order within 24 hours with a telegram to each IMA repeating the reporting instructions.

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(f) Accession reporting IMA into AMC strength through SIDPERS at the supporting mobilization station.

(g) Daily notify HQ AMC (AMCPE-AC) by message or telephone of the UIC, name, grade, SSN and date as each IMA reports for duty.

(h) Include a summary of IMA strength data in the mandatory daily strength reports (see the AMC War Emergency Plan, Emergency Action Procedures).

(2) HQ AMC (AMCPE-AC) will--

(a) Consolidate IMA callup requests from the field and headquarters elements and forward these with their justifications by message to HQDA (DAMO-ODM, info copy to DAPE-PSM) for approval.

(b) Instruct each HQ element, MSC, installation and activity when to initiate IMA callup within the constraints set by HQDA.

(c) Maintain consolidated IMA strength data.

**b. Full Mobilization**

(1) On declaration of full mobilization, all IMAs will be recalled to active duty. Each office of assignment should take immediate steps to direct its IMAs to report as soon as possible, although reporting up to 30 days after M-day may be authorized by the gaining command. HQ AMC (AMCPE-AC) will confirm the activation by message to all AMC elements, MSCs, installations, and activities.

(2) Each HQ element, MSC, installation, and activity will comply with the procedural steps (d) through (h) as outlined for 200K callup/partial mobilization.

**4. References:**

a. AR 140-145, Army Reserve Individual Mobilization Augmentation Program. 20 June 1985.

b. AMC War Emergency Plan.

**5. Point of contact** this headquarters is LTC Gerald Erickson, AMCPE-AC, DSN 284-9117, COMML: 703-274-9117.

LTC Erickson/49117/8570



APPENDIX B

IMA ANNUAL TRAINING PLAN (SAMPLE)

AMCDE-MA [Date AT Plan prepared]

SUBJECT: Annual Training Plan for LTC John Doe, IMA

PERIOD OF ACTIVE DUTY: 14-25 August 1991

CIVILIAN POSITION: Supervising Engineer, Light Truck Division,  
Ford Motor Co.

IMA POSITION TITLE: Staff Off, Air Defense MsIs Br, Missiles  
Division

ANNUAL TRAINING ASSIGNMENT: Acting Branch Chief, Air Defense  
Missiles Branch

OBJECTIVES:

1. Perform duties and responsibilities of Air Def MsIs Branch in absence of permanent branch chief.
2. Gain a better understanding of AMCDE-M structure and methods of operation; provide recommended improvements, as appropriate.
3. Identify areas of AMCDE-MA operations which would be amenable for IDT points-only efforts at home, involving both self-education in AMC operations and special projects for analysis and reports.

INSTRUCTIONS:

1. Prepare an initial draft of DA Form 67-8-1, Officer Evaluation Report Support Form, within 2 days of tour beginning and a completed DA Form 67-8-1 prior to departure for home.
2. Prior to reporting date, review enclosed documents pertaining to operating procedures of AMCDE-MA. Retirement point credits are available for this tour preparation and will be reported to ARPERCEN on DA Form 1380, Record of Individual Performance of Reserve Duty Training. Provide the DA Form 1380 or the requisite information to the tour supervisor when AT begins.
3. Meet with IMA Coordinator (x49117) and Senior USAR Advisor (x49689), as desired, to discuss USAR career planning and development.
4. Satisfy all required appearance and physical fitness standards (height, weight, Army Physical Fitness Test (APFT) if eligible, uniform and grooming).

AMC-R 140-1

5. Complete End-of-AT Report (AMC Form 2878-R) (appendix D) prior to departure for home.

WORK METHODS:

1. Review all materials provided by mail prior to tour.
2. Represent permanent branch chief in briefings, conferences, and other meetings scheduled during AT.
3. Perform limited supervisory functions as acting branch chief, including daily office and workload management, but not including formal employee appraisals or branch coordination on matters of which the permanent branch chief is unaware.
4. Perform other duties and responsibilities of branch chief as appropriate.

REFERENCES:

1. AMCDE SOP.
2. AMC CG's IMA Program Policy Letter, dated 16 June 1988.
3. [List other documents, such as SGS administrative instructions, division operating procedures, and AMC policy guidance, which would be helpful to the IMA in completing his/her AT efficiently and effectively].

IMA'S SPONSOR: Mr. Gary B. Trudeau, AMCDE-MA.

Encl

SAMUEL P. ROE  
GM-14  
CHIEF, AIR DEFENSE MISSILES BRANCH

CF:

AMCPE-AC

COL Clint Eastwood: [Division Chief or other appropriate supervisory level]

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

APPENDIX C

FIVE-YEAR IMA TRAINING PLAN  
(SAMPLE)

[Office Symbol] SIERRA AD

[Date Plan Prepared]

GRADE, NAME, SSN OF IMA: MAJ Winston Churchill

ADDRESS AND TELEPHONE: 1711 N. Canterbury Ct, Lotusville, CA 12345

(W) 408-987-6543; (H) 408-765-4321

CIVILIAN OCCUPATION: Associate Professor of Engineering, Univ of  
San Jose

CURRENT ASSIGNMENT/EFFECTIVE DATE: Fac Mgt Engr, Dir of Engineer-  
ing & Housing / 12 March 1888

PROJECTED ANNUAL TRAINING SCHEDULE

Planned: Initial tour for familiarization, special project

YEAR 1 AT:

Actual: Same

Planned: JCS CPX or FESS Mgt Crq ILO AT

YEAR 2 AT:

Actual:

Planned: C&GS ILO AT (if ADT not possible)

YEAR 3 AT:

Actual:

Planned: Action officer in directorate or special project

YEAR 4 AT:

Actual:

Planned: Acting supervisor or supervisor's representative

YEAR 5 AT:

Actual:

AMC-R 140-1

RECOMMENDED ACTIVE DUTY FOR TRAINING (ADT): Facilities Engineering Supply System (FESS) Mgt Crs (USALMC); Depot Opns Crs (USALMC)

PROFESSIONAL DEVELOPMENT REQUIREMENTS/RECOMMENDATIONS:

REQUIRED: C&GSC\*

RECOMMENDED: ALEDC, National Security Seminar

IMA'S SPONSOR: Ms. Alycia Alouette, Plans and Opns Br

John "Duke" Wayne  
GM-13  
Director, Engineering and Housing

CF:

HQ AMC, ATTN:  
AMCPE-AC

\*Required for IMA's career development; not a position prerequisite.

# END-OF-ANNUAL TRAINING (AT) REPORT

(AMC-R 140-1)

OFFICE SYMBOL: \_\_\_\_\_

GRADE, NAME &amp; SSN OF IMA: \_\_\_\_\_

DATES OF AT: \_\_\_\_\_ IMA POSITION: \_\_\_\_\_

1. Did you receive an Annual Training Plan for this tour at least 21 days prior to beginning AT? Y ☐ N ☐

2. What was your AT assignment? \_\_\_\_\_

3. Was this the same as projected in your annual plan? Y ☐ N ☐4. In your Five-Year Plan? Y ☐ N ☐

5. Briefly describe your principal duties and work activities during AT:

6. In what significant ways did your actual AT duties and work activities differ from those projected in your AT plan?

7. Did this AT tour improve your ability to mobilize in your assigned IMA position? Y ☐ N ☐

8. If no, why not?

9. How did your AT duties and responsibilities relate to the duties and requirements listed on your IMA job description (AMC Form 1202-R)?

**10. What could be done to make your annual training better?**

**11. What other suggestions do you have for improving AMC's IMA Program?**

**12. What was the worst thing about your annual training this year?**

**13. What was the best thing about your annual training this year?**

**14. Are you eligible for an ARCAM or AFRM for which you have not been recommended?**

Y ☐ N ☐

\_\_\_\_\_  
(Signature of IMA)

CF:

HQ AMC  
ATTN: AMCPPE-AC

# REQUEST FOR AWARD OF ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL OR ARMED FORCES RESERVE MEDAL

(AMC-R 140-1)

DATE:

THRU HQ AMC  
ATTN: AMCPE-AC  
5001 Eisenhower Avenue  
Alexandria, VA 22333-0001

TO: Commander, ARPERCEN  
ATTN: DARP-PAT-I  
9700 Page Boulevard  
St. Louis, MO 63132-5200

FROM

This form has been cancelled, 1 July 1997.

Request 1st ☐ 2nd ☐ 3rd ☐ award of Army Reserve Components Achievement Medal

Request 1st ☐ 2nd ☐ 3rd ☐ award of Armed Forces Reserve Medal

For:

Grade

Name

SSN

DATE OF FIRST AWARD

DATE OF SECOND AWARD\*

DATE OF THIRD AWARD\*

ARCAM

AFRM

## ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL (ARCAM)

Soldier has served 4 consecutive years (the period for this award recommendation) on or after 3 March 1972 in the following selected reserve units:

UNIT

TPU OR IMA

INCLUSIVE DATES


Soldier exhibited honest and faithful service in accordance with the standards of conduct, courage, and duty required by law and customs of the United States Army for members of the same grade.

**ARMED FORCES RESERVE MEDAL (AFRM)**

**Soldier's service in one or more reserve components totals 10 years within a period of 12 consecutive years as indicated:**

COMPONENT	FROM	TO	COMPONENT	FROM	TO

**Soldier has earned the following number of retirement points in the retirement years ending \*\*:**

<b>1970</b>	_____	<b>1978</b>	_____	<b>1986</b>	_____	<b>1994</b>	_____	<b>2002</b>	_____
<b>1971</b>	_____	<b>1979</b>	_____	<b>1987</b>	_____	<b>1995</b>	_____	<b>2003</b>	_____
<b>1972</b>	_____	<b>1980</b>	_____	<b>1988</b>	_____	<b>1996</b>	_____	<b>2004</b>	_____
<b>1973</b>	_____	<b>1981</b>	_____	<b>1989</b>	_____	<b>1997</b>	_____	<b>2005</b>	_____
<b>1974</b>	_____	<b>1982</b>	_____	<b>1990</b>	_____	<b>1998</b>	_____	<b>2006</b>	_____
<b>1975</b>	_____	<b>1983</b>	_____	<b>1991</b>	_____	<b>1999</b>	_____	<b>2007</b>	_____
<b>1976</b>	_____	<b>1984</b>	_____	<b>1992</b>	_____	<b>2000</b>	_____	<b>2008</b>	_____
<b>1977</b>	_____	<b>1985</b>	_____	<b>1993</b>	_____	<b>2001</b>	_____	<b>2009</b>	_____

**Soldier's service has been honorable and satisfactory in the above periods.**

**COMMENTS:**

**NAME AND GRADE OF COMMANDER**

**SIGNATURE**

**NOTES: \* Indicates dates of previous awards.**

**\*\* As reported by soldier; to be verified by ARPERCEN.**



## GLOSSARY

## Section I. ABBREVIATIONS

ADT	Active Duty for Training
AFRM	Armed Forces Reserve Medal
AGR	Active Guard/Reserve
AMC	Army Materiel Command
ANCOC	Advanced Noncommissioned Officer Course
APFT	Army Physical Fitness Test
ARCAM	Army Reserve Components Achievement Medal
ARCOM	Army Commendation Medal
ARCOM	United States Army Reserve Command
ARNGUS	Army National Guard of the United States
AT	Annual Training
CA	Career Advisor
CGSC	Command and General Staff College
CONUS	Continental United States
DA	Department of the Army
DCSPEP	Deputy Chief of Staff for Personnel
DIMA	Drilling Individual Mobilization Augmentation Program
EER	Enlisted Evaluation Report
FESS	Facilities Engineering Supply System
FTS	Full-time Support
HQ	Headquarters
HQDA	Headquarters, Department of the Army
IDT	Inactive Duty Training
IMA	Individual Mobilization Augmentation
IMA	Individual Mobilization Augmentee
IMAD	Individual Mobilization Augmentee Detachment
ILO	In Lieu of
IRR	Individual Ready Reserve
MACOM	Major Army Command
MOBTDA	Mobilization Table of Distribution and Allowances
MOPES	Mobilization and Operations Planning and Executive System
MSC	Major Subordinate Command
MSM	Meritorious Service Medal
MTOE	Modified Tables of Organization and Equipment
NCO	Noncommissioned Officer
NCOER	Noncommissioned Officer Evaluation Report
OCAR	Office of the Chief, Army Reserve
OER	Officer Evaluation Report
PMO	Personnel Management Officer
PX	Post Exchange
RC	Reserve Component
RTU	Reinforcement Training Unit
SIDPERS	Standard Installation Division Personnel System
SSN	Social Security Number
TPU	Troop Program Unit
USAR	United States Army Reserve
USARF	United States Army Reserve Forces
UIC	Unit Identification Code

## Section II. TERMS

AGR (Active Guard/Reserve): Guardsmen and Reservists on active duty solely to provide full-time support (FTS) to the Reserve Components and who are paid from the Reserve personnel appropriations of a military service.

ARPERCEN (U.S. Army Reserve Personnel Center, St. Louis, MO): A field operating activity of the Office, Chief Army Reserve. This center is the custodian of official records of all AMC Individual Mobilization Augmentees. It is responsible for the publication of all assignment, attachment, and training orders on all non-TPU reserve members.

AT (Annual Training): Two weeks active duty training performed annually with AMC or other designated MTDA or MTOE organization. It is prescribed for IMA members of the Selected Reserve and may be served with the unit of assignment or other training may be substituted in lieu of training in the assigned position.

IMA (Individual Mobilization Augmentation) Program: The Army Reserve program authorized by AR 14Q-145 for the purpose of providing immediate mobilization support to the Active Army.

IMA (Individual Mobilization Augmentee): Reserve members assigned to the IMA Program on orders published by ARPERCEN.

IMA (Individual Mobilization Augmentation) Detachment: A functional non-TPU that consists of at least five Army mobilization augmentees, providing IDT for soldiers in a nonpay status.

IRR (Individual Ready Reserve): Soldiers who are assigned to the following Ready Reserve USAR Control Groups: Annual Training (AT); Reinforcement (Reinf); Officer Active Duty Obligor (OADO).

KEY EMPLOYEE: Any Federal Employee who occupies a key position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. Key employees are not eligible for Selected Reserve assignments but may be attached to an AMC activity for the purpose of earning reserve retirement points and an annual evaluation report.

M-DAY (Mobilization Day): The day mobilization is officially and publicly announced.

OCAR: Office, Chief Army Reserve, Washington, DC. The agency of the DA staff responsible for Army Reserve policy and budget matters.

RC (Reserve Component): Each branch of the U.S. military services has a regular component and one or more reserve components. The reserve components of the Army are the Army Reserve and the Army National Guard of the United States.

SELECTED RESERVE: Part of the Ready Reserve of each Reserve Component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year. They include officers, warrant officers, and enlisted soldiers who are members of the Army National Guard of the United States (ARNGUS), or are assigned to troop program units of the USAR, or serving on active duty in an Active Guard/Reserve (AGR) status, or assigned as an Individual Mobilization Augmentee (IMA).

TPU (Troop Program Unit): A TOE or TDA unit of the USAR which serves as a unit on mobilization or one that is assigned a mobilization mission. Members of the unit participate in at least 48 paid drills (uniformed training assemblies) and up to 15 days annual training each year.